

**SWISSON AG** is a world-leading company specializing in professional high-end lighting controls and industrial lighting of the highest standards. Our products are developed and manufactured in Switzerland and distributed globally through subsidiaries and distributors.

**We are currently seeking to fill the following position:**

A graphic for a job advertisement. It features a central photograph of an office with several people working at desks with computers. The photo is framed by a red border with white plus signs in the corners. Overlaid on the photo is the text 'Office Manager (Experienced)' in a large, white, sans-serif font.

## Office Manager (Experienced)

### Key Responsibilities:

- + Lead and support the office team in order processing and purchasing
- + Ensure smooth office operations and communication
- + Proficient in ERP systems and Microsoft Office
- + Experience with MIS (Management Information Systems)
- + Fluent in both German and English

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### What We Offer:

- + Competitive salary, negotiable based on market standards
- + Office conveniently located within short walking distance of train station
- + On-site parking available

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### We look forward to receiving your application!

**Address:** Swisson AG, Hauptstrasse 13, 3250 Lyss  
**Contact person:** Mr. Walter Rothenbühler  
**Phone:** +41 79 937 44 52,  
**Email:** job@swisson.com